CITY OF KENT POSITION DESCRIPTION

| Position Inventory Number: <u>PW527</u> |
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| Classification Specification: <u>ENGINEERING TECHNICIAN III</u> |
| Salary Range: NR 35 |
| Position Description: Engineering Technician III |
| Incumbent: |
| Location: Public Works Engineering – Permit/Development Section |
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GENERAL PURPOSE:

Under the direction of the Development Engineer Manager, or designee, perform technical review of public works improvement plans, specifications, and cost estimates; and perform extensive over the counter work with the development community and general public for the City's Public Works Department, Development Engineering Section.

Work is characterized by complex and difficult technical engineering duties involved in review and approval of plans for public and private development projects including, but not limited to, street improvements, storm drainage, and sewer and plans associated with residential and commercial/industrial developments. The incumbent provides assistance to the Engineering Manager, Development Engineers, and the general public and development community by reviewing and approving site plans, construction drawings, permit applications, and The distinguishing characteristics of this classification over other engineering technician positions is its higher level of responsibility and involvement in reviewing development and its higher responsibility in large-scale projects. While actual duties of each technician in this classification will vary from time to time, all Engineering Technicians may be assigned to perform work in any or all areas. The incumbent may also be responsible for providing assistance, quidance, and direction to other Engineering Technicians and administrative staff.

Work is performed under limited supervision. The supervisor and/or other engineers set the overall objectives and resources available. The incumbent and supervisor work together to develop the deadlines, projects, and work to be completed. The incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

Review and recommend to Development Engineers approval of plans for public and private developments including, but not limited to, street improvements, storm drainage, grade and fill, temporary erosion/sedimentation control (TESC), and sewer and water main plans associated with residential and commercial/industrial developments.

Provide technical assistance to the general public and development community in obtaining permits; promote understanding of the City permit and development processes; and provide information related to Public Works Requirements for permits, development of land, and construction of projects.

Assist the development community and Development Engineers by answering technical questions such as drainage, utility location, and other requirements and conditions (written, phone, fax and e-mail) related to projects.

Assure compliance with SEPA, short plat, long plat, rezone, and other applicable conditions and requirements when reviewing plans for permit approval.

Provide the public and development community with information by researching property records for easements, agreements, or other encumbrances; retrieve documents relating to such records. Research utility records from as-built construction drawings for utility locations in relationship to centerline, property lines, and right-of-ways.

Maintain records and prepare reports related to development and construction conditions.

Prepare written correspondence, reports, and internal office memoranda regarding development and utility permits and elements of development projects.

Work with surveyors and inspectors on project requirements related to construction and inspection. Assist surveyors and inspectors with questions related to approved plans for public works improvements as necessary.

Provide Development Engineers with technical data related to design standards, policies, and development conditions in order to ensure compliance with SEPA, short plat, long plat, rezone, and other applicable conditions and requirements.

Approve permits for projects including, but not limited to, single family residential, street use, water, side sewer, and grade and fill construction permits. Coordinate with other departments for their review as appropriate.

Check final development and as-built plans for accuracy after construction and verify accuracy.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of surveying, engineering, and construction of public works projects
- Technical aspect of field of specialty
- Principles of algebra, geometry, and trigonometry
- Applicable laws, codes, regulations, policies, and procedures
- Methods, equipment, and materials used in civil engineering and drafting
- Basic research methods
- City organization, operations, policies, and objectives
- CAD is highly desirable
- Modern office practices, procedures, and equipment
- Effective telephone techniques and etiquette
- Preparation of construction drawings and specifications

SKILLED IN:

- Effective oral and written communications
- Providing information in a patient, tactful, and sensitive manner
- Adding, subtracting, multiplying, and dividing quickly and accurately
- Working from prints, engineering drawings, and specifications

ABILITY TO:

- Read, interpret, apply, and explain laws, codes, regulations, policies, and procedures
- Make accurate engineering and mathematical computations, drawings, and exhibits
- Maintain records and write reports of work progress and inspection findings
- Read, interpret, explain and work from blueprints, engineering drawings and specifications
- Understand and follow oral and written directions
- Establish and maintain cooperative and effective working relationships with others
- Plan and organize work to meet schedules and timelines despite numerous interruptions
- Work independently with little direction

EDUCATION AND EXPERIENCE REQUIRED:

Education: Graduation from high school supplemented by two (2) years collegelevel course work in engineering, surveying, mathematics, and/or drafting; and Position Description: Engineering Technician III

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Experience: Six (6) years of sub-professional engineering experience including experience in public works engineering and/or surveying.

Or:

In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State driver's license, or ability to obtain within thirty (30) days of employment
- Must successfully pass the City's pre-employment driver's records check; successfully complete the City's Defensive Driving Course; and maintain an excellent driving record

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment used include, but are not limited to, personal computer, telephone, cellular phone, copy machine, fax machine, and calculator.

The incumbent is required to operate a motorized vehicles including, but are not limited to, city vehicles and vans.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in a typical engineering office environment. The incumbent may be required to drive to various construction locations to perform field checks. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions; street traffic; moving mechanical parts; high, precarious places; fumes or airborne particles; risk of electrical shock; and vibration. The noise level in the office environment is usually moderate, while the noise level in the field may be loud.

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SIGNATURES:

Incumbent's Signature Date Supervisor's Signature Date

Approval:

Department Director/Designee Date Employee Services Director/Designee Date

**Note: This document will be reviewed and updated annually at the time of

the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

Revised: 08/12/02; 2/12/08